Instructions for Working with the Project Special Provisions

The project special provisions are located on the ITS & Signals web site:
http://www.ncdot.org/doh/preconstruct/traffic/ITSS/ws/PSP.doc

- Save the document to your working directory. The document does not automatically open when you save it so you will need to open it through Word or Windows.

- Change the View to Master Document. When you do this you will see small boxes at the side of every line. On the tool bar there are buttons numbered 1-7. If you select button 1, you will see only the section headings. If you select button 2, you will see the section headings and the next level of subsection headings. If you select button 3, you will see the section headings and the next 2 levels of subsection headings.

- To delete entire sections, select button 1. For each section that you will not need:

  1. click on the box next to the section (it will highlight the title of the section) and
  2. delete (will delete the entire section).

- You can use the same process to delete the subsections. Select button 2 or 3. For each subsection that you will not need:

  1. click on the box next to the section and
  2. delete.

- After you finish deleting the sections and subsections, change View back to Page Layout. Back in Page Layout you can modify like you normally do in Word.

- Word automatically renumbers everything. If you have trouble with the auto renumbering you can renumber manually. Select Format, Bullets and Numbering, then select the Numbered tab and select Restart numbering.

- Table of Contents – to update, highlight the table of contents and press F9. If the Update Table of Contents box opens, select Update entire table.